

Theatre North Inc.

Version: 1.1

Approved by: Theatre North Inc. Management Committee

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Signed:

WORKING WITH CHILDREN (WWC) POLICY

OBJECTIVE

To provide guidelines to Theatre North workers in relation to registration under the *Registration to Work With Vulnerable People Act 2013* and *Registration to Work With Vulnerable People Regulations 2014*.

SCOPE

This policy applies to all Theatre North workers.

DEFINITIONS

- Accountable Person:** An accountable person is any person who has responsibility or an obligation for the health and safety of any other person or persons in the workplace.
- Child/Children:** People under the age of 18 who are the children of, or in the care of, workers in the workplace.
- Employee:** A paid staff member of Theatre North or a paid staff member of the City of Launceston supplied to Theatre North.
- Legislation:** *Registration to Work with Vulnerable People Act 2013* and *Registration to Work with Vulnerable People Regulations 2014*.
- Worker:** Any Theatre North employee, contractor, hirer or volunteer.
- WWC Registration:** Registration under the legislation through Service Tasmania.

POLICY

1. The Act and Regulations

- 1.1. Theatre North will comply with the legislation at all times.

- 1.2. Generally speaking, the legislation requires people who engage in a regulated activity with vulnerable people (children) to hold a registration to do so. The application for registration process is managed by Service Tasmania and involves a criminal history check of the individual applying for registration. If an application is successful, the applicant becomes registered to work with vulnerable people (children) for a three-year period, subject to ongoing monitoring (of criminal records) throughout the life of the registration period.
- 1.3. Theatre North is not engaged in regulated activities or services under Part 2, Division 3 of the *Registration to Work with Vulnerable People Regulations 2014* (the part which defines “regulated activity”). Accordingly, the legislation does not apply to Theatre North employees and, therefore, Theatre North employees are not required to be registered.

2. Employees and Volunteers

- 2.1. Theatre North requires all employees and volunteers to obtain and maintain a registration to work with vulnerable people (children) if they are required to be so registered under the legislation and in the circumstances otherwise outlined in this policy.
- 2.2. Theatre North reserves the right to require employees and volunteers to obtain and/or maintain a registration under the legislation whether or not they are required to be registered under the legislation. This requirement may be exercised by the General Manager or his/her delegate at their discretion.
- 2.3. Some examples of circumstances in which employees and volunteers may be required to obtain registration are where they are engaged with children in a mentoring or teaching role or where they are running regular workshops with children. Employees and volunteers in these circumstances may not be required to be registered by the legislation but Theatre North may choose to exercise its discretion to require registration.
- 2.4. Where the General Manager or his or her delegate chooses to use this discretion, employees and volunteers are required to comply with the requirement in a timely manner.
- 2.5. Theatre North will be responsible for the fee payable to Service Tasmania in the event that it requires an employee or volunteer to obtain registration.
- 2.6. Any employee or volunteer may request permission to obtain and/or maintain a WWC registration. Approval to obtain registration, at Theatre North’s expense, is at the discretion of the General Manager or his/her delegate.

3. Hirers and Contractors

- 3.1. Theatre North requires all hirers and contractors to obtain and maintain a registration to work with vulnerable people (children) if they are required to be so registered under the legislation and in the circumstances otherwise outlined in this policy.
- 3.2. Theatre North reserves the right to require evidence of a hirer or contractor’s WWC registration, or any employee or volunteer of the hirer or contractor, at any time. Theatre North will reflect this right in its contracts with hirers.

- 3.3. Hirers and contractors are responsible for ensuring that people required by the legislation to be registered are in fact registered. Theatre North will reflect this statement of responsibility in its contracts with hirers.
- 3.4. In appropriate circumstances, for example, where children are involved in any way with a performance, Theatre North may also require hirers or contractors who are working with children to nominate accountable persons with WWC registration.

PROCEDURE

1. Determining Who Must Have WWC Registration

- 1.1. The General Manager will determine which employees and volunteers are required to have a WWC registration and will advise any employee or volunteer in writing that a WWC registration is required.
- 1.2. Any request by an employee or volunteer to obtain registration at the expense of Theatre North must be made to the General Manager or his/her delegate. If granted, permission must be provided in writing by the General Manager or his/her delegate.

2. The Registration Process

- 2.1 Any employee who is required to obtain WWC registration, or who is approved to register at Theatre North's expense, should follow the process prescribed on the Department of Justice website.
- 2.2 Theatre North will provide a cheque for the fee required by Service Tasmania.

RELATED POLICIES AND PROCEDURES

REFERENCES

http://www.justice.tas.gov.au/working_with_children

Registration to Work with Vulnerable People Act 2013

Registration to Work with Vulnerable People Regulations 2014

Registration to Work with Vulnerable People (Risk Assessment for Child-related Activities) Order 2014.

REVIEW

This policy and procedure will be reviewed annually when any changes to the Act or in the Regulations will be considered.

This document is uncontrolled when printed. For the most up-to-date version of this policy, visit www.theatrenorth.com.au